



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft City Council

Tuesday, November 20, 2018

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER

Present: 5 - Council Member Greg Colby, Council Member David DeLong, Council Member Brad Ness, Council Member Jessica Peterson White, and Mayor Rhonda Pownell

Absent: 2 - Council Member Suzie Nakasian, and Council Member Erica Zweifel

APPROVAL OF AGENDA

Mayor Pownell noted the items in the supplemental memos. Noted item 14 is recommended for discussion only tonight. Councilor DeLong requested to move item #4 to the regular agenda. Mayor Pownell noted this will be placed as the last item on regular agenda #16A.

A motion was made by Council Member Colby, seconded by Council Member Peterson White, to approve the agenda with item #14 being discussion only and moving item #4 to the last item on the regular agenda. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

APPROVAL OF MINUTES

1. [18-574](#) November 13, 2018 City Council Meeting Minutes.

A motion was made by Council Member Ness, seconded by Council Member Colby, to approve the November 13, 2018 City Council Meeting Minutes. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

PRESENTATIONS

2. [18-575](#) Presentation of Recognitions Related to September 20 storm response and cleanup.

Interim Community Development Director Ericson introduced individuals instrumental in assisting with the September 20 storm. Council presented certificates of appreciation to the following: Mike Krance, Northfield Shares, Kris Vatter, St. Olaf College, Amel Gorani, Carleton College, Pastors Jeff and Tiffany Wendt, Canvas Church, Rachel and Naomi Miessler, and also acknowledged Steph Helkenn and Carrie Carroll who were unable to attend.

CONSENT AGENDA

City Administrator Martig introduced the items on the consent agenda. item #4 moved to

regular agenda.

A motion was made by Council Member DeLong, seconded by Council Member Colby, to approve the consent agenda. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

3. [Res. 2018-119](#) Consider Accepting Bids and Awarding Contract - 2018 Spring Creek Road Reconstruction Project.
5. [18-576](#) Approval of Budget and Consultant Services Contract for the Convention and Visitors Bureau.
6. [Res. 2018-121](#) Consider Resolution Accepting Public Improvements and Approving Final Payment for the 2017 Street Reclamation Project (STRT2017-A36).
7. [18-577](#) Consider Approving Disbursements totaling \$337,661.76
8. [Res. 2018-122](#) Charter Name Change Approving the Assignment of the Charter Cable Franchise.
9. [Res. 2018-123](#) Consideration of Resolution Granting Charter Cable Partners, LLC a Franchise Extension through May 31, 2019.
10. [18-578](#) Consider adopting Public Works Policy 3.01 - Small Wireless Facility Design and Review Guidelines.
11. **18-589** Approve Memorial Park Parking Lot Agreement with Carleton College.

OPEN PUBLIC COMMENTS

Victor Summa, 812 St. Olaf Ave., spoke about transparency, about removing items from the consent agenda, noted the email from Kathryn Summa and showing support for Councilor DeLong during this trying time.

Todd Bornhauser, Northfield Area Chamber of Commerce and CVB, thanked Council for approval of contract for the next three years. Stated he feels they have made great strides in promoting tourism in the community. and is looking forward to the next three years of excellent partnership.

PUBLIC HEARINGS AND RELATED ACTION

12. [18-580](#) Public Hearing for Proposed Charter Amendment to Section 3.8 Subd. 2.

Mayor Pownell declared the public hearing open at 6:18 pm.

City Administrator Martig introduced this item and reviewed the proposed Charter Amendment. Lance Heisler, Charter Commission Chairperson, reviewed the process and the proposed amendment to Section 3.8, Subd. 2. Noted Charter Commission unanimously approved the proposal. Mr. Heisler answered questions posed by Council. Heisler noted the review shall happen every two years. Whether a professional is hired to

do the review is optional. Heisler noted it would be helpful if the amendment doesn't pass to let commission know of the sticking point.

Victor Summa, 812 St. Olaf Ave., spoke regarding Council Member DeLong's research into other charters, the text proposed to be removed, and regarding the proposal being in the works for the past two years. Spoke against the amendment and noted he is concerned with the charter being effective.

A motion was made by Council Member Colby, seconded by Council Member Ness, to close the public hearing at 6:42 pm. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

REGULAR AGENDA

13. [18-581](#) Discussion of Northfield Hospital & Clinic Expansion Project.

Northfield Hospital President Steve Underdahl and Chief Operating Officer Jerry Ehn reviewed the Northfield & Clinics Expansion projects. Noted they are out of space at the clinic with physicians being limited by their access to exam rooms and in that the birth center is near capacity with 550 births/year. The Hospital is evaluating physical space needs over the next several years taking into account not all interactions will be in person. Ehn spoke regarding the market analysis, having a dedicated C Section room, dollars available for the projects of approximately \$13 million, depreciation expenses, proposed increase in revenue and the proposed schedule. Ehn and Underdahl answered questions posed by Council.

14. [Res. 2018-124](#)

Consider Resolution approving a Family & Parental Leave Policy.

Communications & Human Resources Director Mahowald introduced this item and reviewed the paid parental and family leave proposed options, clarification of terms, and protections of employment. Mahowald and City Administrator Martig answered questions posed by Council. Staff will review and come back options for the Council to consider.

15. [18-582](#) Discussion of 2019 Budget and Levy Presentation for December 4th Public Hearing.

City Administrator Martig introduced this item and reviewed items in the draft December 4 public hearing presentation. Martig and Finance Director Angelstad answered questions posed by Council.

16. [18-583](#) 2019 Street Reclamation Project Assessment Discussion.

Engineering Manager Simonson introduced this item and reviewed the assessment process for the 2019 Street Reclamation project. Staff requested direction from Council as they move forward with the process. Simonson answered questions posed by the Council. Staff will bring back recommended assessments being reviewed by the Finance Policy Subcommittee before Council.

4. [Res. 2018-120](#) Consideration of Resolution Establishing 2020 Census Northfield Complete Count Committee and Approving Mayoral Appointments.

City Administrator Martig and City Clerk Little answered questions posed by Council.

A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve Resolution 2018-120 - Establishing the Northfield Complete Count Committee in Support of the 2020 United States Census and Approving Mayoral Appointees. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell

ADMINISTRATORS UPDATE

City Administrator Martig noted the City Administrator's Memo will be distributed tomorrow.

17. [18-584](#)

City Administrator's Update.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Ness - Noted he was not able to attend the Hospital/City governance update meeting last week. Stated the meetings have been going well. Noted the CVB did not meet today, but will be meeting next week.

C. Peterson White - Reported on the Hospital/City governance meeting last week. Has received updates from the facilitator. Noted good progress.

C. Colby - None

C. DeLong - Apologized to staff for not seeing financial information in the census committee report. Thanked employees that work 24/7 shifts.

Mayor Pownell - Reminded Council of the Mayors Youth Council meetings and would like council attendance at these meetings. Asked Council to please respond to emails from staff trying to schedule dates. Started process of meeting with board/commission applicants. Signed up for NLC powerpoints from meetings she added and will share those with the Council.

ADJOURN

A motion was made by Council Member DeLong, seconded by Council Member Peterson White, to adjourn the meeting at 8:45 pm. The motion carried by the following vote:

Yes: 5 - C. Colby, C. DeLong, C. Ness, C. Peterson White, and Mayor Pownell